

# Networking Tips



## What to do

- Go to a **networking meeting**. (See below)
- Go to **meetup.com**, join at least one group, and go to one of its events.
- **Tell everyone you know specifically what you want.**
  - The type of job you are looking for
  - The names of people who work in a company you are targeting
- **Email** people. Ask them out for coffee.
  - Former bosses and co-workers
  - People on your email contact list
  - The people (whose names you got from your network) who work in the companies you are targeting
- **Identify companies** you are interested in working for and then narrow your list.
  - Look up companies on LinkedIn to see if you know anyone who works there
  - Follow those companies on LinkedIn, Twitter, and with Google Alerts to find out everything you can about each company.
  - Find out what their needs are and how your talents could address them.
- Hunt down company insiders and **schedule Networking Informational Interviews.**
  - Look through your LinkedIn connections to see if they have 1<sup>st</sup> or 2<sup>nd</sup> level connections at the companies you are targeting
  - Ask people in your network if they know of anyone who works at your targeted companies
  - Always ask permission to use your connection's name
  - Look up the person on LinkedIn before you email or call them
  - Email the person and ask for a networking interview or for the names of other people in the company (or industry) with whom to network
- Get **networking cards** printed.
- **Keep yourself organized.** Create a spreadsheet of names, meeting dates, follow-up dates, and results of meetings, and dates for following up.
- **Find an accountability partner.** Find a friend or relative, not a significant other, to help you out along the way. Meet in person or on the phone/email to set new goals and report back. You are not in this alone!!!

## Sample of Local Job Search and Career Networking Groups

LongsPeakNet (Longmont) - <https://www.meetup.com/LongsPeak-Networking/>

BoulderNet (Boulder) - <https://www.meetup.com/BoulderNet-Meetup/>

NoCoNet (Fort Collins) - <http://www.noconet.org/?q=content/meetings>

## What to Say

### The Elevator Speech / Commercial Formula

- Name
- Current Job (Target Job or field of interest)/Class/level
- Major/concentration (if in school)
- Opportunities that you are seeking (full time/part time/internship)
- Highlights of relevant experience, skills and/or strengths (work, internship, volunteer work)

Keep it between 10-30 seconds

### The Elevator Speech / Commercial Examples

- Hi, I'm Lynn Hawkins. I am an Executive Assistant who is an expert at making my boss look good. I have extensive experience with spreadsheets, PowerPoint and Outlook. I've worked in Higher Education and the financial sector but am now looking to get into the non-profit world.
- Hello, I'm Frank Porter. I am a roofer looking for opportunities in the green building industry. I specialize in working with solar energy panel installation.
- Hi, I'm Jane Castro. I'm a program manager looking for opportunities in the medical device industry. I specialize in taking products from prototype to manufacturing.
- Hello, my name is Sam Smith. I am currently a senior at CU Boulder and will graduate this May with a Bachelor of Arts Degree in Elementary Education. Through my student teaching experience at Flatirons Elementary, I managed a diverse classroom of 23 3rd grade students and designed and implemented lesson plans for all curriculum areas. I am now seeking a full-time teaching position.

## Networking Card Examples

